

# REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **ZUMBA INSTRUCTOR FOR THE INTEGRATED PHYSICAL FITNESS PROGRAM**

SVP-2022-183

**Approved Budget for the Contract:** ₱100,000.00 inclusive of all taxes and other charges

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of Monday 08 August 2022.**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR).

## TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;
  - Mayor's/Business Permit;

### AND

- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**

### OR

- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

\*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

## DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office  
Sen. Gil J. Puyat corner Makati Avenues, Makati City  
(+632) 818-9511 to 20 local 2610 or 2606  
email: [bacsecretariat@dbp.ph](mailto:bacsecretariat@dbp.ph)

**TERMS OF REFERENCE**

FITNESS PROGRAM	SCHEDULE	APPROVED BUDGET FOR THE PROGRAM	TOTAL ESTIMATED NUMBER OF SESSIONS Per Month	QUALIFICATIONS
1. Zumba/Aerobics	Monday	P 100,000.00	Four (4) Days One hour - 5 PM to 6 PM	<ul style="list-style-type: none"> <li>• Must be fit, knowledgeable and competent to handle/supervise the Zumba/Aerobics Program.</li> <li>• With at least five (5) years of experience as Zumba Aerobics</li> </ul>

				<ul style="list-style-type: none"> <li>• With training of Weight Gain/Loss, Muscular Strength &amp; Endurance, Light &amp; Power Stretching, Muscle Toning &amp; Firming, Overall conditioning/Cardio Vascular</li> </ul>
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The amount of professional fee for this program should not exceed P9,000.00 per month or P45,000.00 for 5 months (Aug. to December, 2022).

Total budget allocated for this program is P100,000.00 (as indicated above) chargeable against Others Miscellaneous/Integrated Health and Wellness Program – Athletics and Special Events.

**Requirements for submission**

For Company	For Individual
Quotation	Quotation
PhilGEPS Certificate or PhilGEPS Registration Number	PhilGEPS Certificate or PhilGEPS Registration Number
2022 Business /Mayor's Permit	Tax Identification Number (TIN)
2021 Annual Income Tax Return or VAT Returns for the last six (6) months	Curriculum Vitae of the Fitness instructor
Curriculum Vitae of the Fitness instructor to be assigned for the project.	References and proofs of 5 years experience as Fitness instructor
References and proofs of 5 years experience as Fitness instructor	